

허가 없이 근무 중 적발될 경우 최대 3천만원의 벌금이 부과됨과 동시에 향후 비자 발급 제한, 입국 불허조치 등 불이익이 있을 수 있습니다.

Part-time work guidelines for International students

Foreign students with a D-2 (D-2-1~4, D-2-6~8), D4 (D-4-1,7) visa must obtain permission from the immigration office before starting part-time job.

- KRW 30 million in fines for violations -

○ The letter grade (GPA) of the most recent semester must be greater than or equal to C (2.0) on the date of application

Part-time work permission requirement

Sort	No need to get permission	Necessary to apply	Unable to work
Details of work	<ul style="list-style-type: none"> ·Simple/temporary work at INU ·Participate in Research related to major at INU ·Mandatory work placement semester 	<ul style="list-style-type: none"> ·The level of a part-time job usually performed by a student ·Participation in research that is not related to major at INU ·Participation in major-related research at other institutions(Univ.) ·Selective work placement 	<ul style="list-style-type: none"> ·Manufacturing and construction <ul style="list-style-type: none"> - Includes working at on-site construction cafeterias ("hambajip") ·Work in a professional field ·Special types of employment such as parcel delivery drivers and delivery riders ·Participation in research unrelated to major at other institutions(Univ.)
Remarks		Submission of additional academic-related examination documents when participating in major-related research at other institutions(Univ.) ① confirmation of faculty advisor ② recommendation of dean of graduate school, and ③reason for participation in research)	<ul style="list-style-type: none"> ·Manufacturing - Topic level 4 or higher is possible ·Construction - Immediately compulsory departure in case of detection ·Research that is not related to major at other institutions(Univ.)- Can be done after approval of additional activity permission

Allowed working hours

Course	Grade (Year)	Korean Language Proficiency ①TOPIK ②KIIP ③SKA		Allowed to start working	Allowed working hours		Certified Institutions (Weekdays)
					Mon to Fri	Weekend or vacation	
Language Trainees	Currently Enrolled	① TOPIK level2	X	6 months after the beginning	10h		10h
		② Over Level 2 on KIIP Test or score over 41 on KIIP Pre-Test ③ Over Intermediate 1	O		20h		25h
Under-graduate	1-2	① TOPIK level 3	X	No restrictions	10h		10h
		② Over Level 3 on KIIP Test or score over 61 on KIIP Pre-Test ③ Over Intermediate 1	O		25h	No limit (Permission required)	30h
	3-4	① TOPIK level 4	X	No restrictions	10h		10h
		② Over Level 4 on KIIP Test or score over 81 on KIIP Pre-Test ③ Over Intermediate 2	O		25h	No limit (Permission required)	30h
Graduate	Currently Enrolled	① TOPIK level 4	X	No restrictions	15h		15h
		② Over Level 4 on KIIP Test or score over 81 on KIIP Pre-Test ③ Over Intermediate 2	O		30h	No limit (Permission required)	35h

Part-time work permission procedures

Student	<ul style="list-style-type: none"> Do a job research after checking Part-time work permission requirements.
Employer	<ul style="list-style-type: none"> Deliver the business license, employer's ID card, and standard labor contract to the student.
Student	<ul style="list-style-type: none"> Visit ISC with passport, ARC, enrollment certificate, Academic transcript, transcript for the language grade, and part-time employment confirmation. ※Exception for submission of academic transcripts is granted to students who have not been issued a transcript during the first semester after enrollment (submission of language score transcript is still required)
ISC	<ul style="list-style-type: none"> Sign part-time employment confirmation after checking documents that student submitted
Student	<ul style="list-style-type: none"> Application for a visit to Incheon Immigration Office or online application ※ Online(Hi Korea): takes around 10 days Offline: Immediate approval upon suitability after assessment
Incheon Immigration office	<ul style="list-style-type: none"> Approval after reviewing documents
Student	<ul style="list-style-type: none"> Work commences from the date stated in the standard labor contract * If you start working before getting permission by the Immigration Office, it will be considered as illegal employment

- English track students can submit the following two documents substituting for TOPIK:
- TOEFL 530 (CBT 197, IBT 71), IELTS 5.5, CEFR B2, TEPS 601 (NEW TEPS 327)
 - ※ Students from countries where English is an official language are exempted.

- **Allowed Types of Part-Time Work — Part-time work that is normally done by students.**
 - ※ Examples: Translation/Interpretation, restaurant assistant, office assistant, tour guide assistant, duty-free shop sales assistant

- **Restricted Types of Part-Time Work (not allowed by law):**
 - Construction and manufacturing industries, private tutoring, working at facilities related to foreign language education, delivery services, long-distance labor, etc.

- **Permission period**
 - Within one year during the visa; limited to only two work places.

- **Documents (apply online, hikorea.go.kr),(Visiting the immigration office in person)**
 1. Passport
 2. Certificate of alien registration
 3. Enrollment certificate
 4. Academic Transcripts
 5. Documents to prove language proficiency: TOPIK or substitutable language documents (English Track)
(TOPIK exceeding the expiration date can be accepted)
 6. Issued from the registered work place certificate of working place
 - ※ The name of the business owner of the business registration must be the same registered in hikorea website.
 7. Copy of Business owner's identification card
 8. Copy of Labor contract (Wage, job description, working period, working day/hour) must be specified.
 9. Confirmation of Compliance with Part-time Employment Requirements (Cases where manufacturing and construction businesses are listed in the business license)
 10. Certificate of Part-Time Employment (Wage, job description, working period, working day/hour) must be specified.

If you are working without prior permission, you may get fine up to KRW 30 million and penalties such as deportation, restrictions on visa in the future, entry ban etc.